

MEDICAL RECEPTION CERTIFICATE

Michelle Boller, Director

The Medical Reception Certificate prepares students with the required skills to provide exceptional service to patients in a medical setting, ranging from private practice receptionists to hospital ward secretaries. Students learn how to perform essential duties including:

- Greeting patients, scheduling appointments, screening telephone calls, obtaining and entering patient registration information, releasing appropriate medical information, maintaining medical records, and managing patient flow
- Understanding the financial transactions of a practice with a clear understanding of all the activities in the billing and collection cycle
- Applying foundational knowledge of medical law and the principles of medical ethics as well as the guidelines established by HIPAA.

Upon completion of the program, students receive a Certificate of Applied Science and will be prepared to work as receptionists in healthcare facilities and physician offices.

Certificate of Applied Science - Medical Reception

Missoula College

Degree Specific Credits: 33

Required Cumulative GPA: 2.0

Catalog Year: 2017-2018

Note: See Program Director for scope and sequence advising. Please refer to online schedule for online course availability.

Summary

CAS Medical Reception	30
Math Requirements	3
Total Hours	33

CAS Medical Reception

Rule: All courses required.

Note: Substitutions are approved at the discretion of the program director.

ACTG 100	Essentials of Accounting	4
or ACTG 101	Accounting Procedures I	
AHMS 144	Medical Terminology	3
AHMS 156	Medical Billing Fundamentals	3
AHMS 175	Medical Law & Ethics	2
AHMS 220	Medical Office Procedures	4
AHMS 252	Computerized Medical Billing	3
AMGT 145	Records Management	2
CAPP 120	Introduction to Computers	3

CAPP 154	MS Word	3
WRIT 121	Intro to Technical Writing	3
or WRIT 101	College Writing I	
Total Hours		30

Minimum Required Grade: C-

Math Requirements

Rule: Any Math course M 105 or above.

Note: Appropriate placement into mathematics courses required. Prerequisites may apply.

Minimum Required Grade: C-

3 Total Credits Required